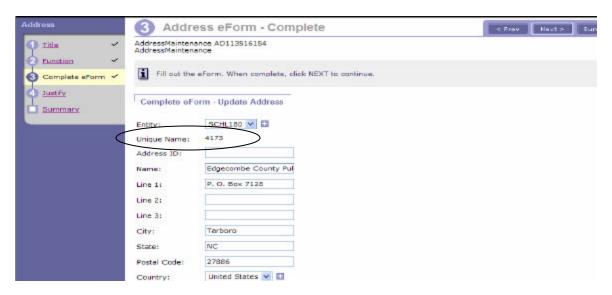## Select from Multiple Bill to Addresses

This new functionality allows LEAs to select from multiple bill to addresses. Only one bill to address will be allowed per PO and this field will not be modifiable on a change order. If a bill to address is not specified, the bill to address will default to the code set in the control file.

To set up your new Bill To Addresses, please use the following steps:

STEP ONE: Enter the Bill To Address using the AddressMaintenance (add) eForm in the NC E-Procurement System. Note: EPLite Administrator and Security Administrators have access to the eForm functionality on the shortcut menu of the homepage.

STEP TWO: Locate the Bill To Address Unique ID by creating an AddressMaintenance (update) eForm in the NC E-Procurement System.

STEP THREE: Enter the Unique ID for each Bill To Address in the Site File (menu option 13) in ISIS.